



HRSC EAST EMPLOYEE BENEFITS UPDATE

Thrift Savings Plan (TSP) Participant Statements

The Thrift Board will mail TSP participant statements about the middle of November. Your statement presents all information about your account activity during the last six months. Be sure to check this information carefully and keep your statement for future reference. If you do not receive your statement by the end of the month, you need to contact the TSP Service Office at (504) 255-8777. If you identify an error in the amount of contributions or loan payments posted to your account, you have six months from the time the error was made to report it.

Information about "Calculating Participant Earnings On TSP Investments" is available on the TSP web site at <http://www.tsp.gov/forms/oc95-13w.pdf>. There is also a "Guide To TSP Investments" available at <http://www.tsp.gov/forms/tspb03.pdf>.

TSP OPEN SEASON

The TSP open season continues through 31 December 2002. You can enroll in TSP or make a TSP enrollment change by using the Employee Benefits Information System (EBIS) at <http://www.donhr.navy.mil/> or The Benefits Line at 1-888-320-2917. The HRSC East does not accept paper copies of the TSP-1 TSP Election Form for open season changes.

If you want to change how your TSP account is distributed among the five investment funds you must make this change directly with the Thrift Board. You can make the investment change through the TSP web site at <http://www.tsp.gov> or the TSP ThriftLine at (504) 255-8777 or by completing a paper TSP-50, Investment Allocation form.

HRSC East Benefits Update 2002-12 contains additional information about TSP open season.

TSP-3, DESIGNATION OF BENEFICIARY

If you want to designate a beneficiary for your TSP account, you should complete a TSP-3, TSP Designation of Beneficiary. This form is available from the TSP web site at <http://www.tsp.gov/forms/tsp3web.pdf> or you can request one from the HRSC East. You should mail the completed form directly to the Thrift Board at:

Thrift Savings Plan Service Office
National Finance Center
P. O. Box 61135
New Orleans, LA 70161-1135

QUESTIONS REGARDING TSP

If you have any questions about TSP or need help using EBIS or The Benefits Line, please call The Benefits Line at 1-888-320-2917, select option 2 to talk to a benefits counselor then option 1 for East Region. Benefits counselors are available from 7:30 a.m. – 4:30 p.m. EST Monday through Friday.

You may e-mail the Retirements and Benefits Division anytime at Benefits_east@east.hroc.navy.mil.

The TTY number for the hearing impaired is (757) 396-7078.